

State of Colorado EMPLOYEE REPORT OF UNSAFE CONDITION

DEPARTMENT:	_ DATE:								
DIVISION:		TIME:							
LOCATION AND DESCRIPTION OF UNSAFE OR HAZARDOUS CONDITION:									
Reported by:	Phone:	Date							
please print									
For Offici	ial Use Only - Do Not Write Below This Line								
	Time la vesticate d								
Date Investigated:	rime investigated:								
FINDINGS OF INVESTIGATION:_									
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	ACTION TAKEN	dor							
Extreme HazardSerious Hazard	Handle as Work Order Refer to Safety Comm.								
Moderate Hazard	Not Found To Be A Hazard								
Lesser Hazard									
OTHER ACTION TAKEN (describe	e)								
INVESTIGATOR:		DATE:							
FOLLOWUP:	nt								
Date Corrective Work Was Com	pleted:								
Date Action Taken By Safety Co	ommittee:								

GUIDELINES FOR FILLING OUT THE "REPORT OF UNSAFE CONDITION" FORM

The top part of the form should be filled out by the employee. The employee's right to file this report is protected by state law and Executive Order D013889.

The report should be sent to the investigator. The investigator should do the following:

- * review the employee's report thoroughly.
- * make an on-site investigation of the reported hazard.
- * summarize findings on the bottom part of the form.
- * take necessary action to correct any hazard.

When the investigation is completed, it is recommended that copies of the form be sent to all appropriate parties, including the employee originating the report. The original should be filed.

Explanations of the form's categories are as follows:

CATEGORY OF HAZARD:

Extreme Hazard Hazard N	which	is	likely	to	cause	death,	serious	injury	or
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disease, major damage to facility or complete disruption of

operations. Must be corrected IMMEDIATELY.

Serious Hazard Likely to cause lost-time injury or disease, damage to facility

which could limit or prohibit its use, or temporarily disrupt operations because of major equipment loss. Should be locked out or tagged out IMMEDIATELY and corrected within

24 hours.

Moderate Hazard Likely to cause non-disability injury, limited damage to facility

which would disrupt activities in immediate area, or require changes in activities due to equipment loss. Should be tagged

"DANGER" immediately and fixed within 72 hours.

Lesser Hazard "Code Violations" not likely to cause injury but which could

cause minor damage to facilities or non-essential equipment. Should be tagged "CAUTION" as soon as possible and fixed

within 21 calendar days.

ACTION TAKEN: Check as many items as appropriate. If the EMPLOYEE

NOTIFIED item is <u>not</u> checked, then you should explain why the employee was not given the results of the inspection in the

OTHER ACTION TAKEN section.